

# Local Law Filing

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Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

Town of Farmington, Ontario County, New York

Local Law no. 6 of the year 2023

A local law amending Chapter 9 of the Town Code of the Town of Farmington, Ontario County, New York, entitled "Boards, Committees and Commissions," by adding Article IV, "Recreation Advisory Board (RAB)".

Be it enacted by the Town Board of the

Town of Farmington as follows:

Section 1: Chapter 9, Article IV, to be entitled "Recreation Advisory Board (RAB)," is hereby established and shall read in its' entirety as provided for within this Local Law as follows:

§9-28. Title.

This Article shall be known as Chapter 9, Boards, Committees and Commissions, Article IV, Sections 9-28 through 9-41, and is entitled the "Town of Farmington Recreation Advisory Board (RAB), Duties and Responsibilities."

§9-29. Purpose.

The purpose of the Recreation Advisory Board (RAB) is to:

- A. Provide a resource to the Town Boards and Departments for strengthening and supporting public parks, facilities and recreation program needs in the Town of Farmington; and
- B. Increase the visibility of, promote and enhance the image of recreational opportunities to the public; and
- C. Establish and maintain effective communications with the Town Boards and Departments and Town residents; and
- D. To identify specific goals, objectives and implementation actions to be contained in the latest edition of the adopted Town of Farmington Comprehensive Plan; and
- E. To provide on-going technical assistance to the town's boards established for managing the built environment; and
- F. To assist the Town Board in the maintenance of high standards in park and recreational leadership and in the quality of the recreation program service; and

§9-30. Intent.

The intent of these regulations is to identify the Town of Farmington Recreation Advisory Board (RAB) is hereby established to provide information to the residents of the Town, the Town Board, Town Planning Board, Town Zoning Board of Appeals, Town Environmental Conservation Board and the New York State Department of Parks, Recreation and Historic Preservation on issues relating to sustaining, promoting and identifying public park lands, facilities and recreational needs within the Town.

§9-31. Functions.

- A. To investigate and determine the needs and interests of the community for recreational facilities and programs, including but not limited to senior citizen facilities and programs, and make recommendations on how to meet these needs and interests; and
- B. To interpret and advise facility and program needs to the Town Recreation Director, the Town Parks Superintendent, and the Town Board; and
- C. To interpret the community recreation program and bring needs/ideas to the attention of elected officials and the public; and
- D. To maintain the Town of Farmington Parks and Recreation Master Plan and any other studies of parks and recreation opportunities for the acquisition and development of an adequate system of parks, trails, and recreation programs; and
- E. To solicit and enlist public opinion of and support for park and recreation services through such means as community and neighborhood groups; and
- F. To assist the Town Board in developing partnerships with other organizations and private groups (e.g. Victor Hiking Trails, Ontario Pathways, etc.) to further the Town's Parks and Recreation Objectives with added and varied programs; and
- G. To advise and recommend recreational needs for possible inclusion in the Parks Department and the Recreation Board's Annual Operating Budgets; and
- H. To assist the Town Park Superintendent and the Town Recreation Director in evaluating recreation programs and activities with input collected from program participants; and
- I. To assist in recruiting volunteers to assist with park and recreation program/activities; and

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- J. To assist the Director of Recreation and the Town Board in developing program priorities; and
- K. To educate the public of the importance and need for park and recreational programs, facilities and services, by including but not limited to articles contained in the Town of Farmington Newsletter and information posted on the town's website.

§9-32. Membership; terms of office; vacancies.

- A. There shall be seven (7) members of the Town of Farmington Recreation Advisory Board (RAB) appointed by the Town Board.
- B. Board members shall serve three-year terms. However, in order to stagger the terms, the initial terms of the first four members appointed shall be three years; and the remaining three members appointed shall be four years. At the expiration of such initial terms, all terms shall be for periods of three years.
- C. Vacancies on the RAB shall be filled in the same manner as the original appointment, except that a vacancy occurring other than by the expiration of the term of office shall be filled only for the remainder of the unexpired term.
- D. One Town Board member shall serve as liaison to the RAB.
- E. Members of the RAB shall serve without salary.

§9-33. Terms of members now in office.

Members now holding office for terms established shall upon the expiration of their term, hold office until the end of the calendar year and their successors shall then be appointed for terms which shall be as specified in the above section.

§9-34. Officers and Board Meeting Dates.

- A. The RAB each year at its' Organizational Meeting shall designate the date, time and place of the RAB Meetings for said calendar year. The Town Board shall appoint the RAB Chairperson who shall serve a term that expires on December 31<sup>st</sup> of said calendar year.
- B. Additional meetings may be called by the Chairperson as needed.

§9-35. Responsibilities of Chairperson.

The chairperson is designated leader of the Board and is therefore accountable for the RAB/s overall performance. The chairperson shall have the following responsibilities:

- A. Planning and providing the agenda and chairing the meetings; and
- B. Ensuring that all minutes of each meeting accurately record all actions taken and that minutes are filed with the Town Clerk's Office; and
- C. Seeing that RAB members and the Town Board are fully informed; and
- D. Working with the Director of Recreation and the RAB to plan and develop programs; and
- E. Supporting policies and programs adopted by the RAB; and
- F. Taking part in an annual review of the Recreation Programs; and
- G. Providing the Town Board with a written annual overview on RAB activities and future recommendations; and
- H. Appointing committee chairpersons when needed and giving them a clear charge and providing opportunities for them to report to the RAB.

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§9-36. Duties and Responsibilities of RAB members.

- A. Being aware of the Town's Parks, Facilities and Programs; and
- B. Being aware of past Board business including the minutes of meetings; and
- C. Coming to meetings fully informed about issues to be discussed; and
- D. Contributing to formulation and establishment of policies for the RAB; and
- E. Accepting and fulfilling specific assignments; and
- F. Supporting policies adopted by the Town Board and the RAB; and
- G. Evaluating and making recommendations of recreational programs and services provided by the Town.

§9-37. Duties and Responsibilities of the Town Recreation Director.

The powers and duties of the Town Recreation Director shall include, but not be limited to:

- A. Plan, organize and administer community events (e.g. Easter Egg Hunt, July 3<sup>rd</sup> Fireworks Event, Trunk and Treat, and Christmas Party), recreation programs, services and activities.
- B. Manages the daily operations, as well as the long-range planning of the Recreation Department, its services and facilities along with the Recreation Advisory Board.
- C. Establishes and maintains planning and working relationships with other local, state and regional agencies. Works collaboratively with other town recreation departments, the school districts, citizens and other public agencies and organizations to bring about coordinated, effective delivery of recreation programs.

- D. Prepares and administers the Recreation Department's annual operating budget.
- E. Approves all payroll, vouchers and requisitions related to the Recreation Department.
- F. Conducts short-term and long-term planning of department activities and services, in coordination with the RAC,
- G. Supervises department personnel and volunteers including hiring, training, evaluation, and discipline. Recruits, selects, and employs all personnel necessary for the successful operation of the Recreation Department. Plans, assigns, and supervises work assignments, and resolves grievances.
- H. Serves as consultant to the RAB, makes recommendations relative to all phases of the department's operations.
- I. Reviews the effectiveness of the Recreation Department and implements changes or new programs to meet the Town's recreational needs.
- J. Responds to and resolves citizens inquiries and complaints related to recreation.
- K. Organizes, develops, and distributes various public information and marketing materials related to services and programs. Promotes interest in recreation programs through publicity, social media, brochures, and public contacts.
- L. Administers and supervises recreation program to ensure conformance with community expectations, and applicable laws and regulations, and maximize safety and minimize risk.
- M. Performs related work as required for the smooth operation of the Recreation Department and all other duties as assigned.

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§9-38. Relationship to other Town Departments, Boards and Committees.

All significant issues, determined by the Town Board, involving parks or open spaces that come before any branch of the Town may be referred to the RAB for review and report before they are approved.

§9-39. Review Process.

Any matter referred to the RAB for possible review and consideration shall be transmitted in written form to all members of said board as soon as may be practical by another referring board and/or by the Code Enforcement Officer or Town Attorney, as the case may be. If the referral is reasonably determined to require the review of the RAB, the RAB Chairperson shall convene a meeting of said board and render its opinion or response to said referral prior to the scheduled date of the referring board's meeting on the matter. With the advice and consent of a majority of the RAB members not to render a formal review, the Chairperson shall so notify the referring body. Such notification shall be deemed to have discharged the responsibility of the RAB to act on such referral.

§9-40. Quorum.

A quorum for meeting of the RAB shall be four (4) members. The RAB is hereby deemed a public body for the purposes of Article 7 of the New York State Public Officers Law.

§9-41. Reports.

The RAB shall submit an annual report to the Town Board not later than the Town Board's Organizational Meeting of each year, concerning the activities and work of the RAB during the previous year and that planned for the coming year.



Section 2: If any clause, sentence, paragraph, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgement shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgement shall have been ordered.

Section 3: This local law shall take effect immediately upon filing with the Secretary of State.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law number 6 of 2023, of the Town of Farmington, was duly passed by the Town Board on \_\_\_\_\_, 2023, in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer\*.)

I hereby certify that the local law annexed hereto, designated as local law number \_\_\_\_\_ of 2023 of the Town of Farmington was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 2023, and was (approved) (not approved) (repassed after disapproval) by the \_\_\_\_\_ and was deemed duly adopted on \_\_\_\_\_ 2023, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law number \_\_\_\_\_ of 2023 of the Town of Farmington was duly passed by the Farmington Town Board on \_\_\_\_\_ 2023, and was (approved) (not approved) (repassed after disapproval) by \_\_\_\_\_ on 2023. Such local law was submitted to the people by reason of a (mandatory) (permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general) (special) (annual) election held on \_\_\_\_\_ 2023, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law number \_\_\_\_\_ of 2023 of the Town of Farmington was duly passed by the Farmington Town Board on \_\_\_\_\_ 2023, and was (approved) (not approved) (repassed after disapproval) by the \_\_\_\_\_ on 2023. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_ 2023, in accordance with the applicable provisions of law.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law number \_\_\_\_\_ of 2023 of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36) (37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special) (general) election held on \_\_\_\_\_ 2023, became operative.

\* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

6. (County local law concerning adoption of Charter.)  
I hereby certify that the local law annexed hereto, designated as local law number \_\_\_\_\_ of 2023 of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November 2023, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law and was finally adopted in the manner indicated in paragraph 1 above.

\_\_\_\_\_  
Clerk of the Town

(Seal)

Date: \_\_\_\_\_